

New York State Department of Health Bureau of Emergency Medical Services

Reciprocity Packet

Application and Instructions

For EMS Certification Based on
Out of State EMS Certification or Licensure



Reciprocity Unit
New York State Department of Health
Bureau of Emergency Medical Services
433 River Street, Suite 303

Troy, New York 12180

How to Apply for Reciprocal Certification

****All the Forms and information necessary for filing are included. Please read the following instructions and follow them carefully*. Failure to correctly submit your packet as instructed may cause delays or denial of your application.***

- STEP #1 - Determine your eligibility for New York State reciprocity based on the information on page 4 of this booklet. **The applicant is required to have New York State certification for any one of the following reasons:**
1. New York State employment
 2. New York State residence
 3. Attending an educational institution in New York State
 4. Completing Clinical requirements as part of an Advanced EMT Program
- STEP #2 - Fill out the form titled “**Application For New York State EMT Reciprocity**” found in this booklet. Complete all questions, carefully read the Affirmation statement. If the statement is true, it must be signed and dated in the presence of a Public Notary.
This application must be returned notarized.
- STEP #3 - Fill out the **TOP** portion of the form titled “**Verification of EMT Certification**”. Leave the shaded portion and the bottom sections blank. This form **must** be sent to the EMS office of the state you are currently certified in along with a self-addressed, stamped envelope (not provided in packet). The state EMS office will complete the middle portion of the form to verify your certification status, and return the form to **you** in the envelope you provided. When you receive the envelope back from your home state, **DO NOT OPEN THE ENVELOPE.** Leave the envelope sealed, and send it with your completed application. ***Applicants with JUST National Registry certification DO NOT need to send this form to National Registry. Complete only the top portion of the verification form and submit it to NYS DOH with the rest of your packet.***
- STEP #4 - Fill out the top (unshaded) half of the form titled “**EMT Sheet For Reciprocity**” found in this booklet. Follow the instructions provided before you complete the form.
PLEASE PRINT NEATLY IN BLOCK CAPITAL LETTERS. ONE LETTER OR NUMBER IN EACH BLOCK.
- STEP #5 - Make photocopies of your state issued certification card, valid CPR provider card, and if military National Registry, your medical training certificates. Include photocopies of these documents with your application. **DO NOT** send originals. This is required to support your request for reciprocity. These documents will not be returned.
- STEP #6 - Application filing fee must be in the form of a certified check, money order, or other form of guaranteed funds. The fee is \$25.00 for EMT, and \$50.00 for all advanced EMT levels. The fee must be made payable to **New York State Department of Health** and is not refundable for any reason regardless of your application determination.
NO PERSONAL CHECKS or CASH ACCEPTED.
- STEP #7 - Review the checklist at the end of this booklet and mail your completed application packet to the address provided. You may use the address provided at the end of the checklist as your mailing label by cutting it out and taping it to the outside of your mailing envelope.

If you wish to ensure that your packet is received by the NYS Bureau of EMS, you may send it by certified mail with a return receipt requested. Reciprocity requests are usually completed within 45 days.

Due to a high volume of reciprocity requests, Our staff is unable to accept or return telephone calls inquiring if an individual reciprocity packet has been received, or the status of the application.

If You Have Problems With This Application Packet

If you are not certain that you are eligible for reciprocity, or if you are applying to renew an existing New York State Certification based on an out of state certification, please contact our Reciprocity Unit at (518) 402-0990 or write to: Reciprocity Unit, New York State Department of Health, Bureau of Emergency Medical Services, 433 River Street, Suite 303, Troy NY 12180-2299.

Reciprocal Certification

The New York State Department of Health, Bureau of Emergency Medical Services considers granting reciprocal certification to individuals who apply from any of the fifty (50) states. Reciprocal certification means receiving recognition from New York State Department of Health for currently holding another states issued Emergency Medical Technician, Emergency Medical Technician- Intermediate or Emergency Medical Technician – Paramedic certification or license and as long as the individual applying meets the following criteria:

- a. The applicant is at least 18 years old.
- b. The applicant has not been convicted of any misdemeanors or felonies according to 10 NYCRR 800. (Title 10 of the Official Compilation of Codes, Rules and Regulations Part 800)
- c. The applicant has successfully completed a course recognized or conducted by their home state EMS authority that meets or exceeds the current US Department of Transportation minimum standard curriculum for the level sought.
- d. The applicant has taken a state recognized or conducted, Practical Skills examination at the completion of the course.
- e. The applicant has taken a state recognized or conducted Written Examination.
- f. The applicant has received state certification or licensure from their home state EMS authority.
- g. The applicant is required to have New York State certification for any one of the following reasons:
 5. New York State employment
 6. New York State residence
 7. Attending an educational institution in New York State
 8. Completing Clinical requirements as part of an Advanced EMT Program
- h. The applicant does not hold a current or lapsed certification in New York State at the level sought. Applicants who hold current or lapsed New York State Certification are not eligible to receive reciprocity at the level of certification they previously held. They are required to complete a New York State Refresher course to receive certification at that level.
- i. Applicants, who are applying for refresher reciprocity from states bordering New York, please see section titled “Bordering State/Refresher Reciprocity” for additional information.

Determining Your Eligibility for Reciprocity

The Bureau of Emergency Medical Services is able to provide legal recognition in several categories. There are also some types of fairly common EMS related licensures/certifications for which direct reciprocal recognition can not be granted. Please use the following descriptions to determine your own eligibility and file your application packet accordingly.

General Information

The Bureau of EMS is **ONLY** able to grant reciprocity based on certification issued by another state. Reciprocity is not granted to allied health professionals unless they hold a concurrent state EMT certification/licensure. New York State licensed allied health professionals may be eligible for advanced standing in an original EMT or AEMT course. This is **not** reciprocity. Please contact our office for details.

Certification from Another State

Applicants who currently hold a certification issued by a State EMS authority/office may apply for direct reciprocity using this packet. The applicant's certification must be at the EMT level or higher. First Responder and First Aid certifications **ARE NOT** eligible for reciprocity.

Previously/Currently Certified in New York State

New York State applicants who were/are certified at the same level they are applying for, may **NOT** need to apply for this type of reciprocity but, will instead need to regain certification by completing the requirements of a NYS Refresher course. This includes successfully passing the State Practical Skills Examination and successfully passing the State Written Certification Examination. Refresher course locations can be located by contacting a Regional Council listed on the last page of this booklet.

Bordering State/Refresher Reciprocity

If you were previously certified or are currently certified in New York State, and are applying from a state bordering New York, you may request an application for refresher reciprocity. The bordering states' refresher requirements must meet or exceed those of New York State. There is no fee for processing this type of reciprocity.

Bordering States/Levels Accepted for Refresher Reciprocity

Connecticut:	Basic EMT
Vermont:	Basic EMT

Previously Certified at a Lower Level of Training in New York State

If you have or had certification in New York State and you have received certification at a higher level of pre-hospital care (e.g.: previously NYS EMT, now certified by another state as a Paramedic), you may apply for Reciprocity for this higher level of training as long as all previously stated requirements are met.

Registered with the National Registry of EMTs (NREMT)

The Bureau of EMS is unable to grant reciprocity for individuals who are solely registered with the National Registry. Applicants who hold a National Registry registration must **also** hold a concurrent and valid state EMS authority/office certification or license to be eligible for reciprocity.

If you hold **only** National Registry and no state issued certification, you may be issued a Refresher Letter allowing you into a New York State approved refresher course in which you would receive your New York certification good for 3 years upon completion. However, if you received National Registry registration after completing a United States Military medical training program or a National Park Services program you may be eligible for reciprocity as described in the next category.

Military Trained/National Park Services Affiliated

The Bureau of EMS may be able to grant reciprocity to a member of the United States military that received training as a medical specialist from one of the following service branches. (Army, Navy, Air Force, Marines, Coast Guard) or National Park Services if the following conditions have occurred:

1. The training was completed within the last six (6) years.
2. Training was completed at the military branches medical training facility (Base, Post, Fort or Station) which has been identified to the Department of Health as the location for all training of military service medical personnel.
3. The training followed the US DOT EMT standard curriculum.
4. You received a certificate of completion of your specific branch of military service and this was your duty assignment.

Examples:

- Army:	91B, 91C or 91W
- Navy:	Hospital Corpsman
- Marines:	Hospital Corpsman
- Air Force:	Aeromedical Specialist or Pararescue Recovery Specialist. PDS Code 82F or 82G

5. You received registration from the National Registry (NREMT) after successful completion of the examination.
6. If you have received military training but do not hold a current National Registry card, please contact the Reciprocity unit at (518) 402-0990. You may be eligible to receive recognition for your training provided the training was completed not more than six years ago.

EMS Certification from Another Country

The Bureau of Emergency Medical Services is not able to consider certification received from training conducted in another country. If you wish to become certified in New York State you must first complete a full original EMT course approved by the New York State Bureau of EMS. For information on where these courses are offered, please feel free to call or write a Regional EMS Council listed on the last page of this booklet or visit our website at www.health.state.us.ny.

Important Additional Information

Applicants With Criminal Convictions

According to New York State regulations (10 NYCRR 800), if you have been convicted of any misdemeanors or felonies or are currently under charges for such a crime, the department reserves the right to deny you certification. Each situation is reviewed individually and a decision is made whether or not to allow applicants to become certified. If your application is falsified, your certification can be revoked and/or a civil penalty may be imposed.

Applicants with such a record of charges or who are uncertain of such charges against them should not sign the application form. Please call the Operations Unit at (518) 402-0990 or write to the Operations Unit, New York State Department of Health, Bureau of Emergency Medical Services, 433 River Street, Suite 303, Troy, NY 12180-2299 to request a review of their eligibility.

Returned Applications

Occasionally applicants send in reciprocity request packets that are missing documents, application forms, filing fees or other necessary information. If your application packet is returned to you for any reason, you will have 90 days from the receipt of your returned packet to correct any deficiencies and resubmit your packet for continued processing. Should you fail to submit required materials within the 90 day period your application fee will expire and if you wish to reapply you will be required to resubmit your application with the normal first time filing fee. It is important for you to follow any instructions that may be included with a returned packet to minimize any delay in processing your reciprocity request. ***Remember that personal checks are NOT acceptable.***

Unrecognized Reciprocities

Applicants may **only** apply for reciprocity based upon a state certification. Your original training must have met or exceeded the objectives of the DOT National Standard Curriculum for one of the following: Emergency Medical Technician, EMT-Intermediate or EMT-Paramedic.

Reciprocity is not granted for any certification that was obtained by reciprocity. If you were granted reciprocity by the state from which you are applying, you must also have completed that state's refresher and/or training requirements.

Length of Certification

New York State generally issues certification for up to 37 months. For reciprocity applicants, the Bureau of EMS may issue certification for the time remaining on the applicants home state certification or license as long as it does not exceed 37 months. If there is no expiration date listed on your current certification/license NYS will grant a certification that will expire 37 months from the date of your last home state written and practical exam.

Renewing / Refreshing Reciprocal Certification

Once an applicant has received reciprocity for their out of state certification/license from New York, they can renew their New York State Certification by enrolling and completing the requirements of a New York State Refresher Course.

Information Regarding Reciprocity

Requesting a Reciprocity Application Packet

To receive an application for reciprocity and instructions, please contact our Certification unit at:

Via Telephone – EMS Central Office – 518-402-0990

Via Surface Mail – New York State Department of Health
Bureau of EMS, Reciprocity Unit
433 River Street, Suite 303
Troy, NY 12180-2299

In all cases please include your Full Name, current street address, City, State and Zip code and daytime phone number.

Fees for Reciprocity Applications

Basic EMT = **\$25.00**

EMT – Intermediate or EMT – Paramedic = **\$50.00**

Certified Check or Money Order made payable to NYS Dept. of Health

No Personal Checks Accepted

Instructions for Completion of the EMT Sheet for Reciprocity

Each field on this form must be filled out legibly and accurately. Failure to do so may cause a delay in the processing of your application for reciprocity. Only ONE letter or number may be entered in each box of a given field. **YOU MUST CAPITALIZE EACH LETTER ON THIS FORM.**

EMT Number: Leave this box BLANK unless you were issued a New York State EMT number in the past. If you did hold a NYS EMT number at some time in the past, please enter it as it appears on your certification card.

Last Name & Suffix: Enter your last name. If you use a suffix such as Jr., Sr., III, etc. skip one space after your last name and enter the suffix.

First Name & Middle Initial: Enter your first name, skip a space, and enter your middle initial.

Address: Enter your mailing address. You must include your house, apartment, or Post Office Box number, the street name, and any other address information that is commonly used for your mail delivery.

City: Enter the city, village, or town for your mailing address.

State: Enter the state for your mailing address.

Zip Code: Enter the zip code for your mailing address.

County: Enter the first four (4) letters of the name of the COUNTY for your mailing address. NOTE: Manhattan is NEWY, Staten Island is RICH, Brooklyn is KING, and St. Lawrence is STLA. **If you live outside of New York State, you must enter OUTS.**

Date of Birth: Enter your date of birth. The date should be formatted as month/day/year (MM/DD/YY). Use zero (0) in front of single digits. [Example: February 6, 1960 would be entered as 02 06 60]

Sex: Enter F if you are a female, or M if you are a male.

Social Security Number: Enter your Social Security Number.

- Do not enter any information in any field on this form other than the fields listed above. *

ALABAMA

Department of Public Health
EMS Division
201 Monroe St-Suite 750
Montgomery, AL 36130-3017
334-206-5383

ALASKA

Department of Health
Emergency Medical Services
PO Box 110616
Juneau, AK 99811-0616
907-465-3027

ARIZONA

Office of EMS
Arizona Dept. of Health Services
1651 E. Morten, Suite 120
Phoenix, AZ 85020
602-861-1188

ARKANSAS

Division of EMS
Arkansas Dept. of Health
4815 W. Markham St.
3 Lot 38
Little Rock, AR 72205-3867
501-661-2262 or 2333

CALIFORNIA

*** See Note Below

State of California
EMS Authority
1930 9th Street, Suite 100
Sacramento, CA 95814
916-322-4336

COLORADO

EMS Division
Colorado Dept. of Health
EMSD – ADM -AZ
4300 Cherry Creek Dr.
South
Denver, CO 80246
303-692-2980

CONNECTICUT

Office of EMS DOH
410 Capital Avenue
PO Box 340308
MS # 12 MQA
Hartford, CT 06106

860-509-7603

DELAWARE

Delaware Office of EMS
Blue Hen Corporate Center
655 Bay Road-Suite 4H
Dover, DE 19901
302-739-4710

DISTRICT of COLUMBIA

Emergency Health and Medical Services
64 New York AveNE
Suite 5000
Washington, DC 20001
202-671-4222

FLORIDA

Emergency Medical Services
4052 Bold Cypress Way
BIN C18
Tallahassee, FL 32399-1738
850-245-4440
Fax: 850-448-2512
850-487-2911

GEORGIA

Georgia Office of EMS
2600 Skyland Drive
Lower Level
Atlanta, GA 30319
404-679-0547

HAWAII

Emergency Medical Services
Department of Health
3627 Kilauea Ave. Rm. 102
Honolulu, HI 96816
808-733-9210

IDAHO

EMS Bureau
Dept. of Health & Welfare
PO Box 83720
Boise, ID 83720-0036
208-334-4000

ILLINOIS

Dept of Public Health
Division of EMS
525 W. Jefferson St.

Springfield, IL 62761
217-785-2080

INDIANA

EMS Commission
302 W. Washington
Rm. E208
Indianapolis, IN 46204-2258
317-232-3980

IOWA

Iowa Dept. of Public Health
Bureau of EMS
401 Southwest 7th
Suite D
Des Moines, IA 50309
1-800-728-3367

KANSAS

Kansas Board of EMS
109 Southwest 6th Street
Topeka, KS 66603-3805
785-296-7296

KENTUCKY

Kentucky Board of EMS
275 E. Main Street
HS1E-S
Frankfort, KY 40621
502-564-8950

LOUISIANA

Louisiana EMS
161 3rd St.
PO Box 94215
Baton Rouge, LA 70804
225-342-4881

MAINE

Maine Emergency Medical Services
16 Edison Drive
Augusta, ME 04330
207-287-3953

MARYLAND

MIEMSS
Education & Certification
653 W Pratt St.
Baltimore, MD 21201-1595
410-706-3666

MASSACHUSETTS

MA Office of EMS
Dept. of Public Health
2 Boylston St. – 3rd Fl.
Boston, MA 02116
617-753-7300
617-753-7320

MICHIGAN

Bureau of Health Services
EMS Division
Ottawa Bldg.
PO Box 30670
Lansing, MI 48909-7518
517-335-0918

MINNESOTA

EMS Regulatory Board
2829 University Ave. SE
Suite 310
Minneapolis, MN 55414-3222
612-627-6000

MISSISSIPPI

Emergency Medical Services
Department of Health
PO Box 1700
Jackson, MS 39215-1700
601-576-7380

MISSOURI

Bureau of EMS
Department of Health
PO Box 570
912 Wildwood
Jefferson City, MO 65102
573-751-6356

MONTANA

EMS and Injury Prevention Section.
Dept of Public Health & Human Services
PO Box 202951
Helena, MT 59620
406-444-3895

NEBRASKA

Credetialing Division
301 Centennial Mall South
Box 94986
Lincoln, NE 68509-4986

NEVADA

Nevada State Health
Division
Emergency Medical
Services
1550 E College Pkwy
Suite 158
Carson City, NV 89706
775-482-3722

NEW HAMPSHIRE

NH Dept of Safety
Bureau of EMS
33 Hazen Drive
Concord, NH 03305
603-271-4568

NEW JERSEY

Office of EMS
Department of Health
PO Box 360
Trenton, NJ 08625-0360
609-633-7777

NEW MEXICO

Injury Prevention & EMS
Bureau
2500 Cerrillos Rd
Santa Fe, NM 87505
505-476-7701

NEW YORK

Bureau of EMS
NYS Dept. of Health
433 River Street - Suite 303
Troy, NY 12180-2299
518-402-0996

NORTH CAROLINA

NC Office of EMS
2707 Mail Service Center
Raleigh, NC 27699-2707
Attn: Kim Cole
919-855-3935

NORTH DAKOTA

Division of Emergency
Health Services
ND Dept of Health
600 East Blvd Ave –
Dept.301
Bismarck, ND 58505-0200
701-224-2388

OHIO

Ohio Dept. of Public Safety
Emergency Medical
Services Division
1970 West Broad St.
PO Box 182073
Columbus, OH 43218-
2073
614-387-0649

OKLAHOMA

OK State Dept. of Health
EMS Division
1000 NE 10th St - Rm. 1104
Oklahoma City, OK 73117
405-271-4027

OREGON

DHS-EMS
800 NE Oregon St
Portland, OR 97232
503-731-4011

PENNSYLVANIA

Division of EMS
Health and Welfare Bldg.
Room 1032
PO Box 90
Harrisburg, PA 17108
717-787-8740

RHODE ISLAND

Division of EMS
Department of Health
3 Capitol Hill, Room 105
Providence, RI 02908
401-222-2401

SOUTH CAROLINA

SC EMS & Training
Division
Department of Health &
Environmental Control
2600 Bull Street
Columbia, SC 29201
803-737-7204

SOUTH DAKOTA

SD Department of Health
EMS Program
600 East Capitol Ave.
Pierre, SD 57501-2536
605-773-4031

TENNESSEE

TN Division of EMS
Cordell Hall Bldg – 1st Fl.
425 5th Ave N
Nashville, TN 37247-0701
615-741-2584

TEXAS

Texas Dept. of Health
EMS Division
1100 West 49th Street
Austin, TX 78756-3199
512-834-6700

UTAH

Bureau of EMS
Department of Health
PO Box 142004
Salt Lake City, UT 84114-
2004
801-538-6287

VERMONT

VT Department of Health
EMS Division - Box 70
108 Cherry Street
Burlington, VT 05402
802-863-7310

VIRGINIA

VA Department of Health
Division of EMS
Box 2448
Richmond, VA 23219
804-864-7600

WASHINGTON

Department of Health
Office of EMS & Trauma
PO Box 47853
Olympia, WA 98504-7853
360-236-2841

WEST VIRGINIA

WV Office of EMS
350 Capital St.
Room 515
Charleston, WV 25301-3716
304-558-3956

WISCONSIN

Division of Public
Health/Bureau of EMS &
Injury Prevention
1 West Wilson St.
PO Box 2659 - Rm 118
Madison, WI 53701-2659
608-266-1568

WYOMING

WY Dept. of Health
Office of EMS
Hathaway Bldg.
4th Fl.
Cheyenne, WY 82002
307-777-7955

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

PO Box 29233
Columbus, OH 43229
614-888-4484

*** California applicants should contact the CA. EMS Authority office to confirm which EMS agency to mail their verification form to. It may be different for each CA. County.

